

Please send us a one- or two-page description of your research project. Include in your description the following:

- 1 Your name, organization, address, telephone and fax numbers, and e-mail address if available
- 2 Name of the Principal Investigator(s) and collaborators
- 3 (Students) Name of faculty advisor
- 4 Names of any other institutions you are collaborating with
- 5 Will you be collecting data from another site or sites (in addition to the Venice Family Clinic)? If so, please identify the other site(s).
- 6 Has Human Subjects approval (or an exemption) already been obtained? Through which Institutional Review Board (IRB)? Or, by when is it expected? And where?
- 7 What resources, if any, are you asking from the Clinic (e.g., space – for conducting chart reviews or talking to patients, staff time – for pulling charts, identifying eligible patients; collecting data, etc.)? Please be as specific as possible.
- 8 What is the anticipated impact on the Clinic of your proposed study (e.g., on staff time, patient flow, newly identified needs for further treatment or other)?
- 9 What are the anticipated benefits to the Clinic and/or to underserved populations of your proposed study?
- 10 Will you be evaluating an existing Clinic service?
- 11 Do you have funding or are you seeking funding, and from whom?
- 12 Proposed timeline for your project (month/year you would like to begin recruiting, and number of months or years you plan to recruit and implement the study)
- 13 Intended use of results from this study (e.g., scientific publication, program development, quality-improvement, etc.)

Please note that the Clinic requests the right to receive a copy of any report prior to public presentation or publication. Also the Clinic asks that the researcher consult with the Clinic regarding the identification by name of the Clinic in any reports, and measures to ensure confidentiality.

- 14 A description of your research study. Please include:
 - a Title of research study
 - b A clear statement of the research questions and objectives
 - c A description of the data to be gathered
 - d Number of patients and/or providers to be recruited, number of charts to be reviewed, etc.
 - e Timeframe of the study (e.g., anticipated start and end dates of data collection and number of hours/days that will be spent at Venice Family Clinic collecting data)
 - f Please include copies of instruments (such as surveys, interview questions) or describe the sorts of questions that will be asked.
- 15 (Students) Letter of support from your faculty advisor. This should include a statement by your advisor that she/he supports your request to do research at the Clinic and will actively supervise your research.

E-mail ONLY (no faxes, no letters) with a Microsoft Word attachment to **Jenny O'Brian, Director of Grants and Evaluation**.

Phone: 310.664.7927

E-mail: jobrian@mednet.ucla.edu

Venice Family Clinic
604 Rose Avenue
Venice, California 90291

Vision: To improve the health of people and communities through accessible, quality care.

Mission: To provide quality primary health care to people in need.

Philosophy: (a further definition of the Mission): The Venice Family Clinic is guided by specific principles which are the foundation of its day-to-day decision making and future planning. The principles are as follows:

- Venice Family Clinic's highest priority is to provide primary health care to those without access to care. Prevention, treatment, care management and health promotion are integral components of the primary care that we provide. Venice Family Clinic strives to provide comprehensive medical, dental, mental health, educational and supportive services, as well as appropriate specialty care.
- Our service model reflects our commitment to improving the health of individuals and communities. We continuously strive to deliver the highest quality health care.
- The Clinic demonstrates leadership through its strategic advocacy efforts on behalf of the uninsured.
- We promote cultural competence in all aspects of our organizational culture and service delivery. Patients are partners in their health care relationship with providers at the Venice Family Clinic. Providers and staff demonstrate respect for and understanding of cultural differences. We believe that health problems and solutions are best approached by an understanding of the whole person in the context of physical, emotional, social, cultural and economic needs.
- The Venice Family Clinic values its dedicated staff. We endeavor to maintain a culture of collaboration, service, mutual respect and appreciation for all contributions.
- Volunteer services are the cornerstone of the Venice Family Clinic's organization since its inception. Volunteers and staff work in partnership to accomplish our mission. Community involvement and institutional collaborations secure vital resources for the Clinic.
- Our enduring commitment to medical training enables the Clinic to have a broad and sustained impact on community health through the formation of dedicated, knowledgeable health professionals.
- The Venice Family Clinic embraces research that contributes to its mission and benefits the communities that we serve.
- The Venice Family Clinic promotes community development. We strive to optimize quality of life by strengthening individuals, families and communities. We facilitate leadership training and patient involvement in program design, delivery and evaluation.